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## SECTION IV

NAVY MOBILIZATION PROCESSING SITE (NMPS)  
PROGRAM**4-1 Introduction**

1. Recent contingency operations, such as Desert Storm, Haiti, and Bosnia, provided operational insights to our existing mobilization plans and highlighted a number of areas for improvement. CNO directed establishment of a system of NMPSs to capitalize on lessons learned. Under CNO (N1) cognizance, these sites provide integrated mobilization and demobilization processing of Reservists for recall and ADSW of 30 days or more. In addition, the NMPS will provide support to DoD or Navy civilian employees and/or active duty Navy personnel deploying in support of crises, contingency response, or mobilization as directed.

**4-2 Overview**

1. NMPSs are naval activities with the infrastructure necessary to mobilize and demobilize all categories of RC personnel, and to support processing needs of active component and civilian personnel. The NMPS ensures complete and timely processing of RC personnel onto active duty.

2. CNO, in conjunction with CNO (N1) and the Fleet Commanders, designated 14 NMPS locations (see figure 4-1), five of which are special purpose sites. They include two ports of embarkation for Seabees (Gulfport and Port Hueneme), two U.S. Marine Corps (USMC) Marine Stations of Initial Assignment (SIA) (Camp Lejeune and Camp Pendleton) for Navy personnel assigned to USMC or USMC Support units, and Washington DC for personnel augmenting metropolitan Washington gaining commands. The NMPS provides the personnel, pay, medical, family services, equipment, uniform, and other support needed to ensure the proper processing, qualification, and outfitting of Naval Reservists before gain to active duty status and deployment to their gaining commands. The NMPS will collect and track data for determining mobilization and demobilization impact on Navy infrastructure. At demobilization, the NMPS provides the capability to receive and expeditiously out-process Reservists for return to inactive duty.

**4-3 Command and Control Responsibilities**

1. Appropriate commands (CNO (N1), CMC, CINCLANTFLT, CINCPACFLT, Chief of Naval Education and Training (CNET), BUPERS, BUMED, COMNAVRESFOR) support the NMPS Program

Enclosure (1)

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utilizing the Naval Base/Station infrastructure ashore during the mobilization and demobilization processes. The various levels of command and control (C2) and their assigned responsibilities for the NMPS Program are:

a. CNO (N1). Responsible for the overall management of the activation, mobilization, demobilization and deactivation processes. Specifically, CNO (N1) will ensure that these personnel functions meet the defined, validated and integrated requirements of SECDEF, the Unified and Fleet Commanders, and have been approved and prioritized by CNO (N3/N5). In addition, CNO (N1) is responsible for monitoring, evaluating and reporting the status on all personnel processed through the NMPSSs.

b. COMNAVRESFOR. Responsible for peacetime training and administration of assigned personnel (SELRES and drilling IRR), implementing activation and deactivation procedures at field activities, issuing mobilization orders, and for assigning the drilling reserve units and individuals to the Local Area Coordinator for Mobilization's (LACMOB's) geographic areas of responsibility. Provides primary and secondary delay and exemption board determination for drilling reserve members. Commands assigned personnel until completion of activation and subsequent transfer to the NMPS for mobilization processing.

c. NAVRESPERSSEN. Responsible for managing PIM (IRR, the Standby Reserve, Fleet Reserve, and Retired personnel) and implementing PIM activation notification at the direction of CNO (N1) as a field activity of BUPERS. Responsible for allocation of PIM members to the NMPS for PIM order writing and delivery, and also PIM record transfer to the appropriate NMPS. Provides primary delay and exemption board determinations for PIM personnel. Commands PIM personnel until they transfer to the NMPS for activation and mobilization processing.

f. EPMAC. Responsible for detailing non-rated PIM personnel after their mobilization.

e. NMPS LACMOB. Responsible for the mobilization and demobilization processing of Reservists from a defined geographic area, for designated Naval Reserve Activities (NRAs) assigned to that area, and for coordinating actions of shore commands at the NMPS to meet the needs of the recall/mobilization. Provides secondary delay and exemption

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board determinations for PIM personnel. The LACMOB's period of responsibility extends from the time the recalled Reservist transfers from the NRA to the NMPS for mobilization processing and ends upon arrival at the next intermediate station, deployment at designated ports of embarkation (POE) for outside the continental United States (OUTCONUS) deploying personnel, or until arrival at CONUS gaining command as appropriate. LACMOB responsibility during demobilization processing starts when returning Reservists arrive at the NMPS and ends when the Reservists report to their assigned NRA for deactivation processing (for drilling Reservists) or upon release from active duty for PIM personnel. Section 4-4 addresses specific LACMOB responsibilities and requirements.

2. Additional command representatives who support the LACMOB in executing mobilization and demobilization responsibilities include the Senior Reserve Advisor (SRA) and the PMT. (See figure 4-1).

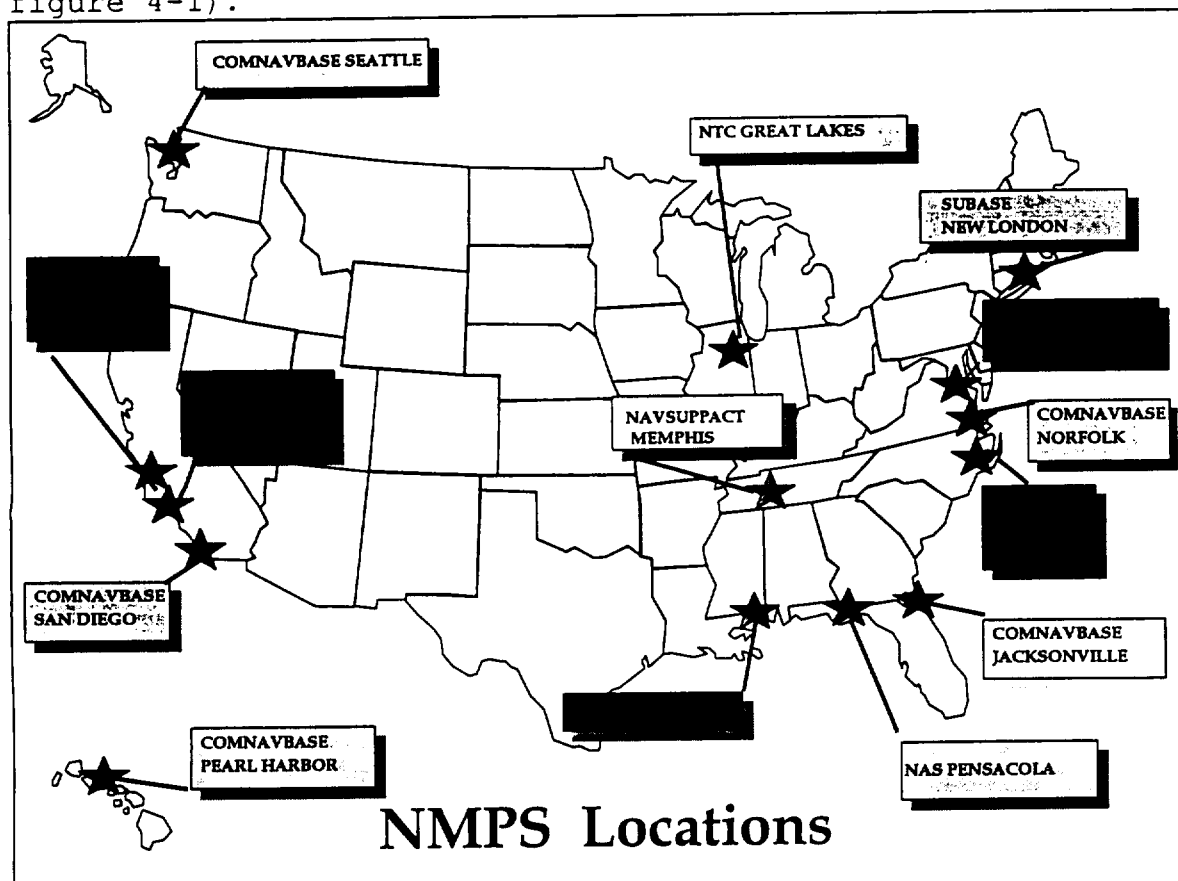


Figure 4-1

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#### 4-4 LACMOB

1. Definition. The LACMOB is an active duty flag officer or captain (O-6) with geographic area coordination responsibilities and authorities as defined in OPNAVINST 5400.24D. The LACMOBs report to CNO (N1) for LACMOB responsibilities during mobilization planning, mobilization exercises, and during actual recall/mobilization. LACMOBs at Camp Lejeune, NC and Camp Pendleton, CA report to Headquarters, U.S. Marine Corps, Deputy Chief of Staff for Manpower and Reserve Affairs (HQ USMC DCS (MRA)). The LACMOB is assisted by a SRA, normally a pre-designated COMNAVRESFOR Echelon 4 O-6. When mobilization and demobilization processing requirements exceed active duty capabilities, the LACMOB is augmented by one or more Personnel Mobilization Team (PMT) units.

2. Function. The LACMOB is responsible for command of assigned active and reserve personnel during processing and area coordination of activities at the NMPS which support recall/mobilization processing. LACMOBs support Navy personnel augmentation requirements during peacetime, contingencies, and war, at assigned NMPSs by coordinating shore infrastructure commands and functions, to allow complete and efficient personnel processing of Navy active duty, Reserve, and/or civilian members. Specific LACMOB assignments are listed in figure 4-2.

a. During peacetime, LACMOBs ensure that Navy personnel processing is accomplished and planned by appropriate activities at the NMPS. These plans are developed and incorporated into an NMPS MMSP for the assigned site. The MMSP is submitted to CNO (N1) and to either CINCLANTFLT, CINCPACFLT, or CNET, as appropriate, for review and approval.

b. As a function of peacetime planning, LACMOBs will identify shore activity support deficiencies that degrade or prevent performance of assigned functions. The LACMOB will ensure incorporation of those deficiencies in appropriate planning and budgeting documents and will be prepared to identify and submit these deficiencies to CINCLANTFLT, CINCPACFLT, or CNET, as appropriate, and CNO (N1), when directed, to support contingency funding information needs.

c. The LACMOB normally has General Courts-Martial (GCM) authority over all military members being processed at the assigned NMPS. While at the NMPS for mobilization processing, SELRES report to and are responsible to the

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LACMOB until transfer to their next intermediate or final duty station. PIM members are subject to GCM authority of the LACMOB upon issuance of orders until processed through the NMPS enroute to their next intermediate or final duty station.

### 3. Duties and Responsibilities

- a. Provide integrated mobilization and demobilization processing of Reservists for recall, mobilization and ADSW for 30 days or more.
- b. Ensure PMTs assigned to support NMPS commands and activities are provided frequent and regular opportunities to train and qualify on NMPS systems and equipment.
- c. Ensure that personnel processing support capabilities are adequate to meet projected peacetime and contingency needs. Identify, document and establish corrective action plans for deficiencies.
- d. Develop, maintain and update the NMPS MMSP: submit to BUPERS (Pers-922) for CNO (N1) approval and guidance.
- e. When directed by CNO (N1), execute the NMPS MMSP in support of Navy personnel processing support requirements. If necessary, conduct Special Cases Boards (see appendix F) to hear delay and exemption requests of involuntarily recalled Reservists.
- f. Oversee the planning, execution and evaluation of annual regional NMPS mobilization exercise (MOBEX). Forward MOBEX results and lessons learned to BUPERS (Pers-922).
- g. Participate in national MOBEXs as directed by CNO (N1) or higher authority. Coordinate with CNO (N1) to resolve national mobilization policy issues.
- h. Submit required Mobilization and/or ADSW Status Report(s) (see appendix G) to BUPERS (Pers-922) as directed.
- i. Submit required Personnel Transfer Report (see appendix H) to the Reservist's follow-on activity or gaining command as directed by CNO (N1).

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j. When directed, submit required reports to CNO (N1) (and to Headquarters, U.S. Marine Corps for Marine-associated NMPS), fleet commander and other commands, as appropriate, to assist in maintaining a complete corporate picture of Navy personnel processing status, capabilities, and limitations during peacetime, contingencies, and wartime personnel processing.

k. When directed by BUPERS (Pers-922), identify and submit reports on manpower, equipment, and POM material shortfalls that limit NMPS personnel processing capabilities.

#### **4-5 Senior Reserve Advisor (SRA)**

1. Definition. A senior active duty officer from the COMNAVRESFOR claimancy, appointed by CNO (N1) in coordination with COMNAVRESFOR, to function as the RC liaison and expert. The SRA is normally a TAR officer, serving as a Regional Readiness Commander or Naval Air Reserve Commander.

2. Function. The SRA is a subject matter expert (SME) on reserve matters and provides the LACMOB with advice, assistance regarding reserve field activities, and information on the activation status of Reservists within the LACMOB's area of responsibility. The SRA will coordinate with the COMNAVRESFOR staff or NAVRESPERSSEN staff via COMNAVRESFOR, or CHNAVPERS (Pers-9) via COMNAVRESFOR. Specific SRA assignments are listed in figure 4-2.

#### **3. Duties and Responsibilities**

a. The SRA will have a thorough knowledge of the following:

(1) Applicable laws pertaining to the RC, its organization, administration and management.

(2) Policies affecting availability, funding and use of the RC for peacetime and contingency support, including ADSW, active duty training (ADT), annual training (AT), inactive duty travel training (IDTT), inactive duty training (IDT), voluntary and involuntary recall, and mobilization.

(3) The various commands and personnel systems that support RC in their inactive duty peacetime assignments; those that support their use in contingencies; and those that support their use during mobilizations and demobilizations.

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(4) The COMNAVRESFOR peacetime preparation standards for medical, dental, personnel, and pay processes and all associated systems required for recall or mobilization gain to active duty or demobilization of Reservists.

(5) The training standards, funding, manning support, capabilities, limitations, and readiness status of supporting PMT units.

(6) The capabilities and limitations of Naval Reserve Activities (NRAs) to provide supporting services and information for the NMPS. These requirements include forecasting Reservists activated and enroute to the NMPS for personnel processing, and the status of assignment and training of NRA ombudsmen to support NMPS ombudsmen.

(7) Information contained in reports on numbers, sequences, time frames and methods of transport for mobilized Reservists enroute to the NMPS; previews of special processing or equipment needs; processing priorities, if known; special cases board (delay and exemption) transfers requiring follow up action; the status of mobilization-related investigations tasked to NRAs (line of duty, Judge Advocate General (JAG), etc.); and other reports considered necessary.

(8) Planning, executing, and evaluating support for FTXs, as appropriate, to validate mobilization/demobilization capabilities.

b. Provide the LACMOB with annual COMNAVRESFOR and NAVRESPERSCEEN updates on the number, type, and origins of SELRES units and IRR members to be processed at the NMPS supported, and any revisions to NRAs normally associated with the LACMOB.

c. During recalls, mobilizations and demobilizations communicate with NRAs and the LACMOB on information for recall, and the personnel accounting and status of Reservists mobilizing and demobilizing.

d. Act as field evaluator during peacetime for systems, processes, procedures, standards and instructions associated with RC personnel recalls, mobilizations and demobilizations. Continually submit recommendations to appropriate commanders for improved preparations, accounting, and cost reductions keyed to standardization and streamlining of processes and procedures.

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#### **4-6 NMPS Augmentation**

1. Each NMPS will have a limited peacetime mobilization capability using active manning. Using in-place active manning, the NMPS will be capable of supporting small-scale mobilizations (e.g. Operation Uphold Democracy in Haiti and Operation Joint Endeavor/Guard in Bosnia) and ADSW recalls of 30 days or more. NMPSs are not provided the manning necessary to meet large-scale mobilization/demobilization (e.g. Operation Desert Storm) without augmentation. Therefore, the NMPS will be augmented during larger recalls or mobilization and demobilization operations by a designated PMT, manned by SELRES, and reporting to each NMPS LACMOB for gaining command functions.

#### **4-7 Personnel Mobilization Team (PMT)**

1. Definition. A Naval Reserve unit composed of SELRES trained and qualified to augment staffs at NMPS facilities and act as enabling forces for personnel processing needs. When mobilized PMTs offset the increased workload associated with increased personnel processing during large-scale mobilizations and demobilizations. The PMT reports to the NMPS LACMOB as their mobilization command.

2. Function. PMTs will assist the LACMOB in determining the necessary manning levels to meet anticipated workloads at their respective NMPS. LACMOBs should utilize this data to request necessary staffing adjustments (i.e. program objectives memorandum (POM), budget submissions). Specific PMT assignments are listed in figure 4-2.



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NMPS LOCATIONS WITH LACMOB, SRA, AND SUPPORTING PMT ACTIVITIES			
LOCATION	LACMOB/UIC	SRA	PMT/RUIC
NEW LONDON, CT	COMSUBGRU TWO/55429	NAVRESREDCOMREG ONE	PMT 101, PROVIDENCE/ 86747
WASHINGTON, DC	COMNAVDIST WASHINGTON/ 00171	NAVRESREDCOMREG SIX	PMT 906, WASHINGTON/ 86739
NORFOLK, VA	COMNAVBASENORFOLK/ 61463	NAVAL AIR RESERVE NORFOLK	PMT 3106, NORFOLK/81372 PMT 504, FORT DIX/86745
CAMP LEJEUNE, NC	MCB CAMP LEJEUNE/ 67001	NAVRESREDCOMREG SIX	PMT 1007, WILMINGTON/ 86743
JACKSONVILLE, FL	COMNAVBASE JACKSONVILLE/ 09697	NAVRESREDCOM REG EIGHT	PMT 3208, JACKSONVILLE/ 81369
PENSACOLA, FL	NAS PENSACOLA/00204	NAVRESCEN PENSACOLA	PMT 1611, PENSACOLA/ 86734
GULFPORT, MS	CBC GULFPORT/62604	NSA NEW ORLEANS	PMT 1410, GULFPORT/ 86734
MEMPHIS, TN	NAVSUPPACT MEMPHIS/00639	NAVRESREDCOMREG NINE	PMT 1309, MEMPHIS/ 86736
GREAT LAKES, IL	NTC GREAT LAKES/00210	NAVRESREDCOMREG THIRTEEN	PMT 1813, GREAT LAKES/ 86731
BREMERTON, WA	COMNAVBASE SEATTLE / 68742	NAVRESREDCOMREG TWENTY-TWO	PMT 3022, BREMERTON/ 86753
PORT HUENEME, CA	CBC PORT HUENEME/62583	NAVRESREDCOMREG NINETEEN	PMT 2820, PORT HUENEME/ 86751
CAMP PENDLETON, CA	MCB CAMP PENDLETON/ 0681	NAVRESREDCOMREG NINETEEN	PMT 2419, LONG BEACH/ 86754
SAN DIEGO, CA	COMNAVBASE SAN DIEGO/ 00242	NAVRESREDCOMREG NINETEEN	PMT 2619, SAN DIEGO/ 86752 PMT 2218, AURORA/86729
PEARL HARBOR, HI	COMNAVBASE PEARL HARBOR/ 61449	NAVRESREDCOMREG NINETEEN	PMT 3620, HONOLULU/ 81374

Figure 4-2

### 3. Duties and Responsibilities

a. Perform training, qualification, and support for their associated NMPS. PMTs will be co-located with their assigned NMPS where possible based on reserve demographics and unit manning priority. PMT personnel will perform drills at their appropriate NMPS activities, as coordinated locally, to maximize training qualifications, and provide peacetime contributory support.

b. During mobilizations/demobilizations CNO (N1) will request activation/deactivation of the supporting PMTs for their respective NMPS when recommended by the LACMOB, or automatically in large recalls/mobilization.

### 4-8 PMT Commanding Officer

1. Mission/Function. Command Reserve PMT unit. During peacetime organization and training, the PMT commanding officer (CO) will ensure unit preparation to provide assigned LACMOB activities with the following support:

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a. Provide LACMOB with the ability to expand Navy processing capabilities during peacetime, contingencies, and war.

b. Assist in the accounting, command, control and deployment/redeployment of mobilized forces.

c. Provide LACMOB with the capability to hear delay and exemption requests (special cases boards) of involuntarily recalled Reservists and to recommend action to the LACMOB.

d. Coordinate the unit's activation and deployment to the NMPS gaining commands, and its redeployment to and deactivation at the appropriate NRA upon completion of duties.

## 2. Duties and Responsibilities

a. When directed, activate/mobilize the unit and report to the LACMOB to assist in coordinating the increased personnel processing requirements needed for large-scale mobilizations/demobilizations.

b. In coordination with the LACMOB and activities at the NMPS, ensure frequent, coordinated training and smooth integration of PMT unit members. Ensure unit members rapidly attain work station and watch station qualification, and maintain individual member qualifications through peacetime support at the NMPS activities.

c. Keep the LACMOB, SRA and parent NRA appraised of the structure, manning and training status of the unit, plans for unit training and employment, the planning, execution and evaluation of annual NMPS MOBEXs, and recommendations for peacetime support.

d. Recommend changes to the structure of the PMT unit as NMPS activities, functions, systems and equipment change, and when the unit mission changes.

e. In concert with NMPS activities, the LACMOB, and the SRA, periodically evaluate individual processes established for peacetime mobilization preparation of Reservists, and their mobilization and demobilization processing. Where appropriate, make recommendations for process improvement, cost reduction, and streamlining up the chain of command to BUPERS (Pers-922).

f. Assist LACMOB in maintaining and updating the NMPS MMSP annually.

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g. Assist LACMOB and NMPS activities in MMSP-related training.

h. Assist LACMOB in the management and evaluation of exercises and drills.

i. Act as LACMOB expert on mobilization issues and processes; this includes working directly with the LACMOB's designated NMPS coordinator to ensure the liaison required in maintaining expertise in areas outside LACMOB's direct responsibility (such as activation and deactivation processing at the NRA).

#### 4-9 Mobilization Procedures Overview

1. Recall of identified RC personnel for any Naval Reserve peacetime recall to active duty of 30 days or more, all contingency-related recalls, and all types of mobilizations is a two step process: activation and mobilization (see figure 4-3).

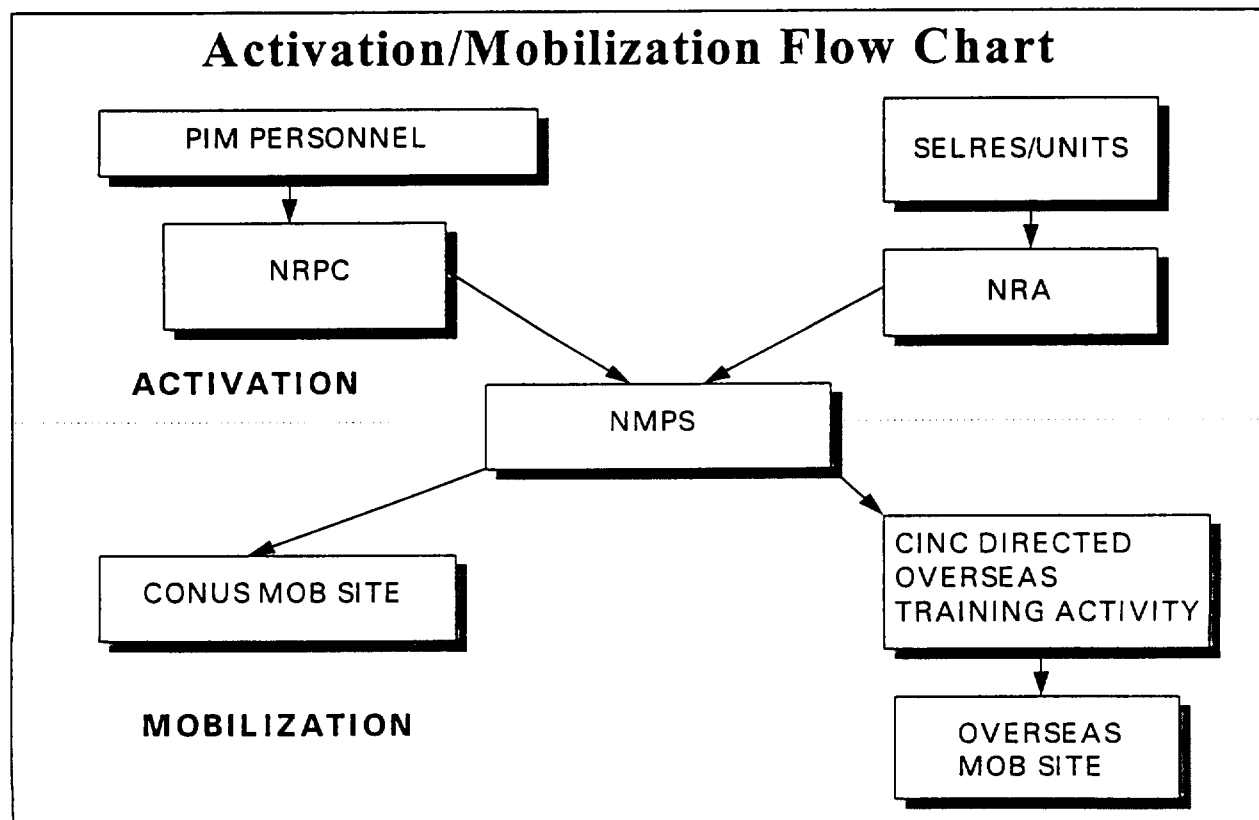


Figure 4-3

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a. Activation

(1) When directed by CNO, COMNAVRESFOR will direct SELRES members to report to their parent NRA for activation screening and processing.

(2) When directed by CNO, NAVRESPERSSEN performs notification and initial activation screening of PIM members then directs qualified PIM members to report to the NMPS for full mobilization processing, including any activation screening beyond NAVRESPERSSEN capabilities.

b. Mobilization

(1) All activated members, SELRES and PIM, report to a designated NMPS for mobilization processing.

(2) Other Navy personnel (active, civilian or special communities) requiring some form of recall/mobilization or deployment and/or demobilization or re-deployment processing report to a designated NMPS, when directed.

2. During involuntary recalls and mobilizations, CHNAVPERs will issue policy and procedures for order writing, screening, criteria for delay and exemption, and processing priorities to meet validated force and manpower requirements.

3. SELRES Activation Processing

a. Upon recall notification, SELRES will report to their parent NRA for activation processing. The NRA will expedite those designated units/individuals requiring accelerated processing to meet CINCPAC immediate requirements. The NRA will establish a personal recall file on all activated Reservists to include a copy of their: recall orders, activation check list, transportation arrangements, special cases board (delay and exemption) results, and any other information pertaining to recall. The NRA will ensure the following in accordance with the check list in appendix I and as directed by COMNAVRESFOR:

(1) Recall notification and explanation of documentation necessary for processing;

(2) Orders printing, endorsement and delivery. Ensure Reservists have read their orders and understand they must process through all Intermediate Activities/PERSUPP DETs prior to reporting to their Ultimate Activity/PERSUPP DET. Types of orders and associated entitlements may vary among Services. For Navy, recall orders fall under two broad categories:

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(a) Either voluntary ADSW orders or involuntary recall/mobilization orders depending upon the authorities and funding available at the time of order writing.

(b) PSRC orders will normally use CHNAVPERs Permanent Change of Station (PCS) type orders with limits or prohibitions on the movement of dependents and household goods.

(3) Initial delay and exemption screening. The NRA is the first location that considers eligibility for delays and exemptions during the activation process. The NRA will notify BUPERS (Pers-922) and the NMPS of any pending delay or exemption (see appendix F);

(4) Initial medical/dental screening and records delivery;

(5) Service record screening/update and record delivery;

(6) Initial Mobilization Transaction Code (MOBTAC) data flows to the appropriate NMPS PERSUPP DET;

(7) Mobilization Availability Status (MAS)/Individual Mobilization Status (IMS) reporting in RHS;

(8) Initial legal requirements review and counseling, including requirements for powers of attorney and will documents;

(9) Security clearance verified and annotated on orders;

(10) An appropriate seabag inspection conducted and uniforms issued or shortfalls identified for fill at NMPS;

(11) Household goods (HHG)/privately owned vehicle (POV) stored, as appropriate;

(12) Family Care Plan reviewed and Reservist counseled on requirements. Reservist provided information on ombudsman program for family members;

(13) Transportation coordination arranged for unit/Reservist to appropriate NMPS;

(14) Conduct orientation briefings on Soldiers and Sailors Civil Relief Act (SSCRA) and Uniformed Services Employment Right and Responsibilities Act (USERRA) and the means by which benefits may be obtained.

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(15) Employer Survey form(s) completed;

(16) Review of the Reservist's Activation Check List (appendix I) for completeness and correctness. Retain the completed original check list and provide Reservists with a copy for themselves and a copy to provide to the NMPS LACMOB representative;

(17) Preparation of the Personnel Transfer Report (appendix H) identifying Reservists completing activation and transferring to the NMPS; and

(18) Expedite designated units/individuals requiring accelerated processing to meet CINC immediate requirements.

b. Upon completing the Activation Check List at the NRA, Reservists are directed to report to the designated NMPS for mobilization processing at the scheduled date, time and place.

#### 4. PIM Activation Processing

a. NAVRESPERSCEN will notify PIM members recalled to active duty at home via mailgrams, listing required documentation they must provide to NMPS activities at time of processing. NAVRESPERSCEN will ensure the following:

(1) Conduct initial PIM activation screening to determine mobilization readiness;

(2) Evaluate PIM members claiming a qualification for delay or exemption at a special cases board (see appendix F);

(3) Preparation of the Personnel Transfer Report (appendix H) identifying PIM members completing activation and reporting to the NMPS;

(4) Order PIM members considered mobilization-capable to report to a designated NMPS for mobilization processing;

(5) Forward PIM members' service, dental and health records to the appropriate NMPS PERSUPP DET; and

(6) Forward PIM members' recall/mobilization orders to the NMPS LACMOB representative for delivery.

#### 5. NMPS Mobilization Processing

a. Upon completing activation, both SELRES and PIM members report to the designated NMPS for mobilization processing. To

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ensure timely processing and meet the fleet commanders' deployment time requirements, the NMPS will make every attempt to process Reservists within a maximum of 72 hours from arrival to their departure for mobilization assignment. Certain specific unit/individuals will require expediting the processing to meet immediate CINC requirements.

b. The maximum throughput processing goal of each NMPS for mobilization is 200 personnel per day per designated NMPS PERSUPP DET. Sites with multiple PERSUPP DETs will be required to meet the goal of 200 for each PERSUPP DET within their organizational area of responsibility.

c. The NMPS will establish a personal recall file on all mobilized Reservists to include a copy of their: recall orders, Activation and Mobilization Check Lists, transportation arrangements, special cases board (delay and exemption) results, and any other information pertaining to recall. Additionally, if the Reservist's orders include assignment to a CINC-directed overseas training activity they will be given a CRC (JPTTA) Checklist which must be completed along with the NMPS Mobilization Checklist. The Reservist's personal file must also include a copy of the CRC JPTTA Checklist.

d. The NMPS will ensure the following in accordance with the checklist in appendix J:

(1) Conclude special cases board (delay and exemption) processing, as required in appendix F;

(2) Gain Reservist to MAPMIS;

(3) Establish MMPA (The NMPS PERSUPP DET is the only location authorized to gain a member to active duty and ensures timely completion of the pay actions listed on the NMPS Mobilization Checklist that are required to properly establish the MMPA before the member detaches);

(4) Endorse orders;

(5) Issue green identification (ID) card;

(6) PERSUPP DET documents validated/updated, eligibility and entitlements enrollment and service record delivery;

(7) Navy active duty physical requirements are met including special inoculations and tests;

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(8) Obtain will(s), powers of attorney (POA), and briefings on Uniformed Services Employment and Reemployment Rights Act (USERRA) and other legal matters relevant to recall/mobilization;

(9) Receipt of family service briefings and counseling;

(10) Properly uniformed and equipped;

(11) Mobilization orientation training complete, as appropriate;

(12) HHG/POV storage needs met, as appropriate;

(13) Arrange onward transportation;

(14) Completion of theater orientation training and special qualification or equipping, as directed;

(15) Review of the Reservist's Mobilization Checklist (appendix J) for completeness and correctness. Retain the completed original checklist and provide Reservists with copy for themselves. If CRC (JPTTA) is required, provide Reservist a copy of the Mobilization Checklist to provide to the CRC (JPTTA) activity. Gaining command activities do not require a copy of the Reservist's Mobilization Checklist;

(16) If required, review Reservist's CRC (JPTTA) Check List for completeness and correctness. Retain a copy of the completed check list and provide Reservists with the original to provide to the CRC (JPTTA) activity and a copy for themselves. Gaining command activities do not require a copy of the Reservist's CRC (JPTTA) Checklist;

(17) Submit required Mobilization and/or ADSW Status Report(s) to BUPERS (Pers-922) as directed (see appendix G);

(18) Preparation of Personnel Transfer Report (appendix H) identifying Reservists completing mobilization and transferring to a follow-on assignment and/or gaining command; and

(19) Expedite designated units/individuals requiring accelerated processing to meet CINC immediate requirements.

e. Upon completing the Mobilization Checklist (appendix J), and CRC (JPTTA) Checklist if required, Reservists will be ordered to either a follow-on assignment or to their gaining command.



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#### 4-10 Reserve Recall Processing

1. For mobilization planning purposes for drilling Reservists, individual personnel processing normally requires about 5 to 7 days from the date of activation at the NRA to reporting to the gaining command. This time frame accommodates travel plus 1 to 2 days of activation processing at the NRA and 3 to 5 days of mobilization processing at the NMPS. If CRC (JPTTA) training is required, an additional 5 to 7 days must be added to the days required for NRA and NMPS processing (see figure 4-4). For deliberate planning purposes total processing inclusive of CRC (CINC-directed) is about 15 days.

2. Reservists who remain INCONUS will process through their respective NRA and assigned NMPS enroute to the gaining command/ultimate duty station. They will not process through the CRC (JPTTA). Reservists deploying OUTCONUS to theater operations may be directed in their orders to process through the CRC (JPTTA) for orientation/training/equipping as required by the area CINC. This will normally affect units and individuals assigned to joint, multi-national, and NATO assignments.

3. CRC (JPTTA) and gaining commands will be notified of Reservists reporting to them by the designated NMPS when mobilization processing is completed. NMPSs will prepare a Personnel Transfer Report each time a Reservist completes mobilization processing and will include the Reservist's detachment date, time and estimated time of arrival to the CRC (JPTTA) and/or the gaining command. Personnel Transfer Reports to gaining commands will include the anticipated period of time to complete CRC (JPTTA) training. If processing delays occur at the CRC (JPTTA), then the CRC becomes responsible for notifying the Reservists' gaining command of the delay.

4. Reservists in-processed at the CRC (JPTTA) for training and equipping must also out-process through the CRC (JPTTA) site when demobilizing. Demobilization processing at the CRC (JPTTA) will include returning or accounting for issued equipment and clothing and receiving required outbriefings or screenings prior to reporting to the NMPS for demobilization. Five to seven days are required to out-process through the CRC (JPTTA).

5. Gaining commands must prepare a Personnel Transfer Report (appendix H) when releasing Reservists to notify the CRC (JPTTA) and/or the NMPS of the Reservist's detachment date, time and estimated time of arrival. For Reservists out-processing through the CRC (JPTTA), the Personnel Transfer Report to the designated

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NMPS will include the anticipated period of time necessary for the Reservist to complete the CRC (JPTTA) training and their expected arrival date to the NMPS.

6. Upon detaching from the CRC, Reservists must report to the NMPS where previously mobilized for separation processing. For Reservists out-processing via CRC (JPTTA), CRC (JPTTA) will notify the NMPS via message or fax including the Reservist's detachment date, time and estimated time of arrival to the NMPS.

7. For demobilization planning purposes, individual personnel out-processing requirements will require about 7 days from the date of detachment from the gaining command to the Reservist's home of record. This time frame accommodates travel plus 3 to 5 days of out-processing at the NMPS and 1 to 2 days of out-processing at the NRA. If CRC (JPTTA) out-processing is required, an additional 5 to 7 days are needed and must be considered when calculating the total period of time needed to return Reservists to their home of record (see figure 4-4).

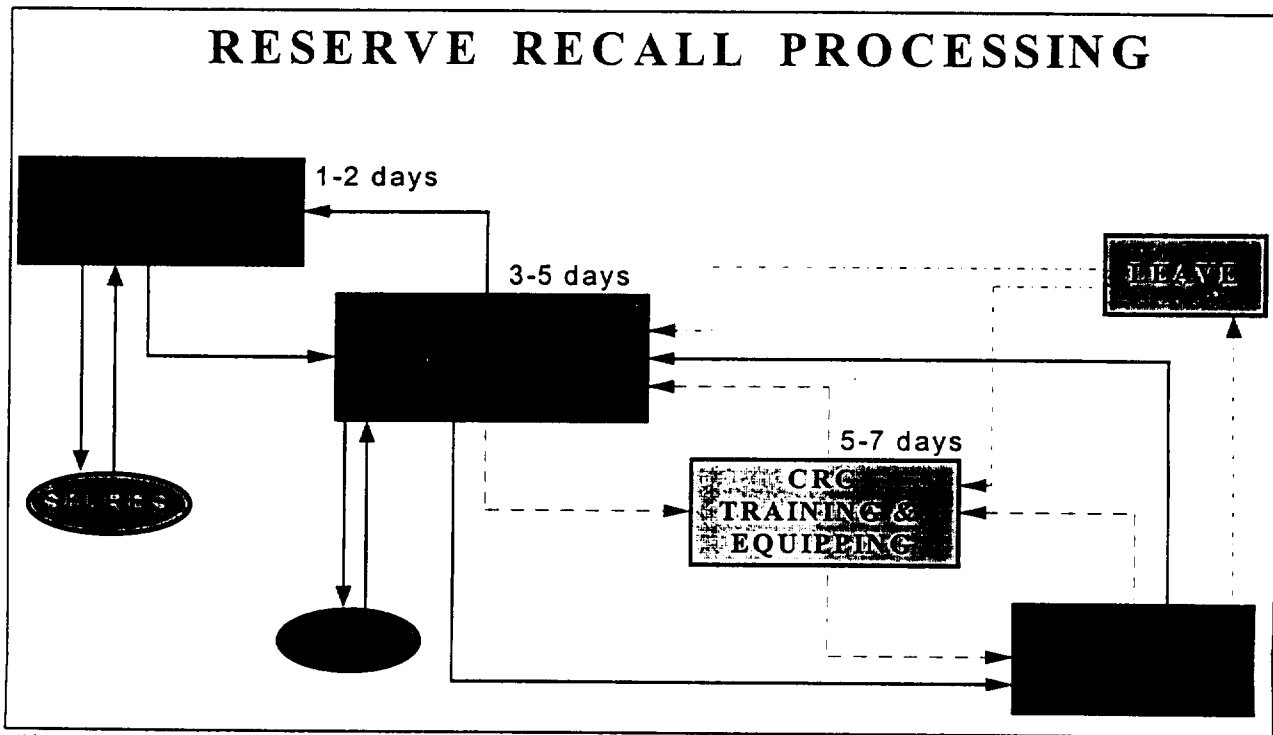


Figure 4-4

#### 4-11 Gaining Command Requirements

1. Upon reporting to the gaining command, the Reservist and gaining command must both understand the duration of the Reservist's orders and the established projected rotation date

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(PRD) annotated in the orders. All orders will be endorsed. Gaining commands have the authority to release recalled Reservists at any time prior to, or at the member's PRD due to mission accomplishment, requirement termination or other reason as appropriate.

2. When releasing Reservists, the gaining command must endorse the Reservist's original orders, showing date released. Additionally, the gaining command must notify BUPERS (Pers-922), the command's Navy Pay/Personnel Administrative Support System (PASS) activity, required intermediate station commands, and the applicable NMPS of the impending release at least 7 days in advance. For those released for personal or disciplinary reasons, the reason for such release must be specified. For each contingency, BUPERS (Pers-922) will provide specific points of contact and guidance in their mobilization directive. Gaining commands will not complete the Reservist's final pay record close-out and strength loss. This function must be accomplished only at the PERSUPP DET supporting the NMPS.

3. Gaining commands must release recalled Reservists from their assigned duties in time to permit travel, demobilization processing at the CRC (JPTTA) and/or NMPS, leave, and deactivation processing at the NRA before the termination of their orders (see figure 4-4). Prior to releasing Reservists, gaining commands must prepare a Personnel Transfer Report (appendix H) to notify the CRC (JPTTA) and/or the NMPS of the Reservist's detachment date, time and estimated time of arrival.

4. Additionally, gaining command releasing requirements include:

a. Accrued Leave. Any accrued leave the Reservists may have earned and requests to use must also be included in the total number of days required to return Reservists to their home of record.

(1) Reservists on active duty for 30 days or more accrue leave in accordance with the Navy Military Personnel Manual (MILPERSMAN 3020040).

(2) Gaining commands must allow Reservists to take earned leave within the period of the orders. However, Reservists may opt to sell back earned leave if they have not reached the 60-day career sell-back limit. (Reservists on active duty in support of a designated contingency operation may be authorized to sell back leave in excess of 60 days in accordance with DoD Financial Management Regulations (FMR) policy issued for the specific operation).

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(3) Reservists involuntarily recalled nearing their PRD, may opt to be voluntarily retained on active duty past their normal release date for up to the number of days of leave accrued.

b. Fitness/Evaluation Reports. Gaining commands will complete Fitness/Evaluation reports, in accordance with BUPERSINST 1610.10, Navy Performance Evaluation and Counseling System, prior to releasing Reservists from their command.

c. Disciplinary Cases Administration. Reservists pending disciplinary action under the Uniform Code of Military Justice (UCMJ) may be retained on active duty without their consent, consistent with applicable laws and regulations, pending resolution of proceedings and completion of the execution of any sentence (as provided by MILPERSMAN 3420320). Gaining commands must ensure any disciplinary action is appropriately resolved and documented prior to releasing such Reservists from the command.

d. Medical out-processing. Specific medical processing guidance for Reservists on active duty in support of a designated contingency operation will be provided to gaining commands at the time of recall by BUPERS (Pers-922). Gaining commands are not required to perform separation physicals. However, in-theater commands may be tasked to perform specific medical screening requirements prior to detaching the Reservist. Separation physicals will be conducted at the NMPS.

#### **4-12 Demobilization Procedures Overview**

1. Demobilization of recalled RC personnel is a two step process: demobilization and deactivation. Demobilization processing for both SELRES and PIM members will take place at the NMPS (see figure 4-5). After demobilization processing at the NMPS, SELRES personnel deactivate through their assigned NRA. The NMPS deactivates PIM members to their home of record and forwards all records to NAVRESPERSCEN. Any Reservist who initially processed through the CRC (JPTTA) during mobilization will return through the CRC prior to reporting to the NMPS for demobilization.

2. Time-phasing of demobilization will prevent overloading NMPS facilities and locations. However, plans must accommodate the possibility that any NMPS could become a demobilization staging area with large numbers of personnel returning rapidly to the CONUS from OUTCONUS locations for separation processing.

3. The principal impact at demobilization is expected to be medical since all personnel leaving active duty, by Navy policy,

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must have a complete physical examination. To protect the individual and the Navy, those failing the physical will be retained on active duty until their physical condition is fully evaluated and resolved in accordance with applicable BUMED instructions. The NMPS LACMOB is responsible for tracking and reporting the Reservist's medical hold status and reason to BUPERS (Pers-922) in their demobilization and/or ADSW status report(s).

4. The maximum goal of each NMPS for demobilization throughput processing is 200 personnel per day, per PERSUPP DET. Those sites with multiple PERSUPP DETs should expect a maximum throughput goal of 200 for each PERSUPP DET within their organizational area of responsibility.

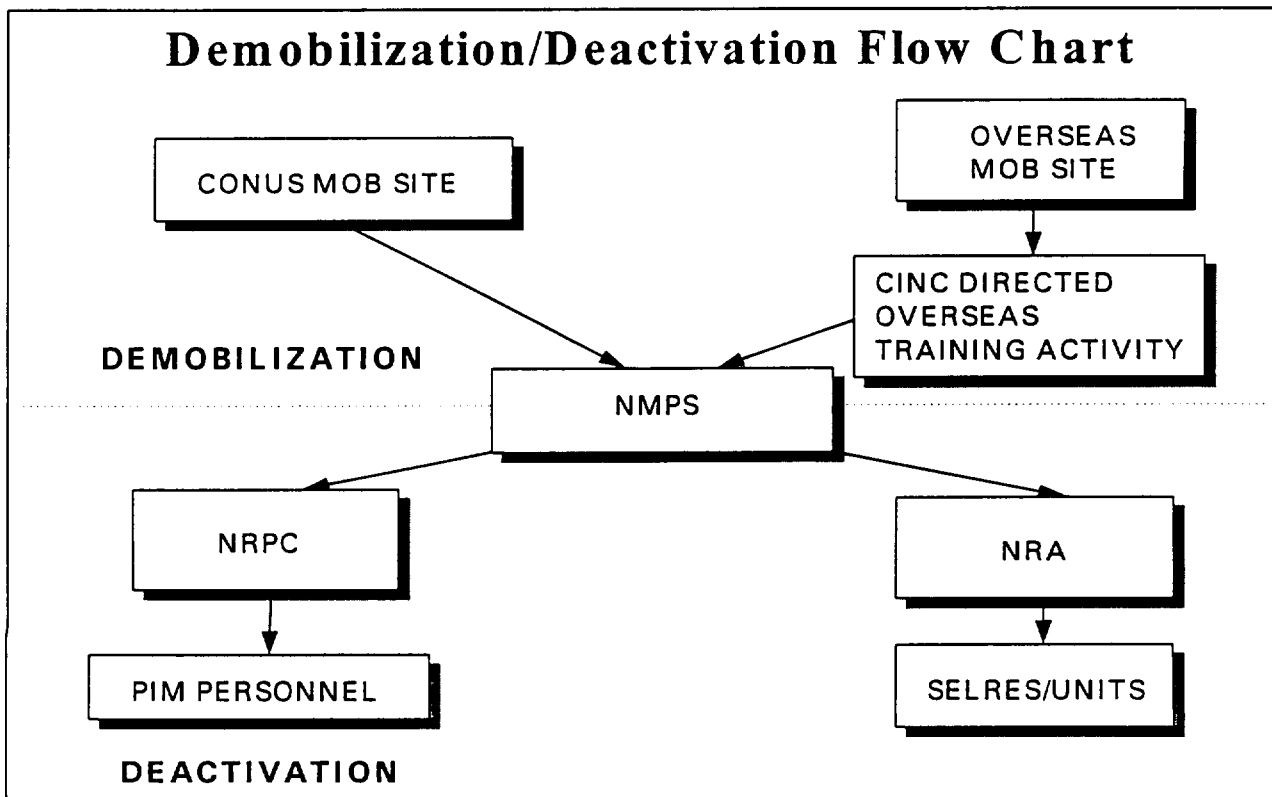


Figure 4-5

#### 5. NMPS Demobilization Processing

a. Both SELRES and PIM members will report to the NMPS for demobilization processing. Records pertaining to demobilization processing will be included in the Reservist's already

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established personal recall file. The NMPS will ensure the following in accordance with the checklist in appendix K:

- (1) Removal from MAPMIS;
- (2) Gain into IMAPMIS/RHS or discharged, as appropriate;
- (3) Close the MMPA including completion of the Forecast Separation Pay Computation;
- (4) Issue red ID card;
- (5) Liquidate travel claim;
- (6) Pay Reservist upon release;
- (7) Prepare and issue DD-214 and service record delivery;
- (8) Conduct release from active duty (RAD) physical examination in accordance with BUMED guidance and policies;
- (9) Receive and account for accountable uniforms and equipment (if not covered by CRC (JPTTA) activities);
- (10) Brief and counsel Reservist on FSC programs for which Reservists and their families are eligible due to recall/mobilization;
- (11) If Reservist desires, brief and counsel member again on USERRA. (The USERRA brief is provided during mobilization. However, some Reservists may desire a review prior to being demobilized);
- (12) Arrange retrieval of stored HHG/POV;
- (13) Arrange homeward transportation;
- (14) Review of the Reservist's Demobilization Checklist (appendix K) for completeness and correctness. Retain the completed original checklist and provide Reservists a copy for themselves and a copy to provide to the NRA. For PIM members, include a copy of their completed Demobilization Checklist in their service record;
- (15) Submit required demobilization and/or ADSW status report(s) to BUPERS (Pers-922) as directed (see appendix G); and

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(16) Preparation of Personnel Transfer Report (appendix H) identifying Reservists completing demobilization and transferring to their assigned NRA for deactivation.

#### 6. Deactivation Processing

a. After demobilization at the NMPS, previously drilling Reservists will report to their parent NRA to turn in personnel records and undergo deactivation processing in accordance with the checklist in appendix L. The NRA will reestablish the Reservist's drill status and initiate billet assignment as determined by COMNAVRESFOR.

b. PIM members will undergo deactivation at the NMPS. Upon completion of deactivation, the NMPS will ensure the following in accordance with the checklist in appendix M:

(1) Forward PIM service records to NAVRESPERSCEN;

(2) Forward PIM medical and dental records to the Department of Veterans Affairs, unless otherwise directed;

(3) Release PIM members for travel to their designated home of record. Upon arrival and completion of any appropriate leave, PIM members are released from active duty with no further deactivation processing required on their part; and

(4) Preparation of Personnel Transfer Report (appendix H) to NAVRESPERSCEN identifying PIM members completing deactivation and returning home.

#### **4-13 NMPS Structure**

1. Processing Stations. Each NMPS will have several functionally-oriented processing stations to accomplish the mobilization/demobilization actions outlined above. These will include PERSUPP DET, medical and dental, supply (special gear, equipment, and uniforms), passenger transportation (scheduling and coordination), legal services, family services, chaplains, and training coordination. Specific processing station requirements and responsibilities are addressed in sections 4-14 through 4-22.

2. The NMPS infrastructure supports all required mobilization and demobilization functions under the authority of the LACMOB, to include:

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- a. Access to both the MAPMIS and IMAPMIS systems, as well as COMNAVRESFOR's Reserve Headquarters System. These systems contain data on all RC personnel;
- b. PERSUPP DET's equipped with adequate SDS terminals and Host Processor capacities;
- c. Adequate medical and dental treatment facilities;
- d. Supply activities capable of providing uniforms, organizational equipment, and individual combat equipment (OCIE);
- e. Passenger transportation support;
- f. Legal services support;
- g. FSC support;
- h. Chaplain support;
- i. Capability to provide selected training for overseas deploying personnel, and skill screening and refresher training coordination for recalled PIM personnel if required.
- j. Facilities for berthing, messing, and local on/off base transportation support. This includes leasing, contracting, or requisitioning these facilities from local civilian resources when necessary to meet the specific needs of mobilization and demobilization.

3. NMPS IRM Support. NMPS processing stations are planned to ultimately be linked via a personal computer-based system to provide accounting, coordination, tracking, and control of personnel during processing, and information support for reporting requirements. Each NMPS processing station would have a terminal linked to a local area network. These local systems would operate on standard software and be used to coordinate and track processing personnel, collect statistical data of interest, and assist in reports generation associated with mobilization and demobilization.

#### **4-14 PERSUPP DET Processing Station**

1. The designated NMPS PERSUPP DET is the initial entry point for activation/mobilization processing for PIM and SELRES. The designated NMPS PERSUPP DET is the only authorized location to process a SELRES gain to active duty. PERSUPP DET provides centralized pay and personnel administration for Navy personnel



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and supports travel requirements. PERSUPP DET activities include:

- a. Initial processing, establishing an NMPS IRM record.
  - b. Initiating personnel gain actions to MAPMIS and JUMPS.
  - c. Report gaining Reservists to NMPS, CHNAVPERS, DFAS-CL, and DEERS.
  - d. Providing a projected leave and earnings statement for recalled/mobilized Reservists. Provide an advance of basic pay, if authorized, and, when necessary, compute and deliver regular pay on scheduled paydays until central site delivery of pay via JUMPS commences.
  - e. Provide Reservist an NMPS processing schedule and NMPS orientation.
2. The PERSUPP DET monitors, evaluates and reports the status and progress of processing Reservists as directed by the LACMOB.

#### **4-15 Medical Processing Station**

1. Mobilization medical processing at NMPS may occur at hospitals or clinics directed by the LACMOB and as outlined within the local NMPS MMSP.
  - a. For drilling Reservists, medical processing at mobilization should consist primarily of record screening for necessary inoculations and mandated tests, and support of those medical evaluations that cannot be accomplished at NRAs but necessary to ensure Reservists meet active duty physical requirements or special criteria (i.e. ocular inserts for gas masks).
  - b. PIM members require full medical processing. PIM members with missing or incomplete records, undocumented medical claims, or problems will require full investigation and evaluation. Medical standards are the same for all mobilizing personnel.
2. Physical results will be recorded in the NMPS IRM system, when available, for mobilization reporting, special cases board (delay and exemption) evaluations, and post-mobilization analysis purposes.

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#### **4-16 Dental Processing Station**

1. NMPS dental processing will occur at LACMOB-designated dental facilities as outlined within the local NMPS MMSP.

a. Similar to medical processing, dental processing for drilling Reservists should consist primarily of records or other screenings necessary to ensure Reservists meet active duty standards.

b. PIM members may require more extensive evaluation, treatment and processing to ensure they meet active duty standards.

2. Dental examination results will be recorded in the NMPS IRM System, when available.

#### **4-17 Supply Processing Station**

1. Supply processing will include the immediate and proper equipping and uniform support of mobilizing Reservists, the storage of authorized HHG during their mobilization as required, and, in some cases, the coordination of certain equipment or material shipments with that of personnel deployments to designated ports of embarkation (POE).

2. Supply support also may include coordination of berthing, messing, and related support. This support may be organic to the NMPS, contracted out or requisitioned to meet needs. Specific arrangements will vary by site and depend upon base loading and other factors best addressed and planned at the local level.

3. Supply support may include providing local transportation between berthing and messing sites and processing stations, as well as baggage transport and storage.

4. The supply processing station will coordinate provision of special uniform support, individual combat equipment, weapons, and gear as directed by the LACMOB based on individual outfitting requirements.

5. Assignment and accounting data and status will be recorded in the NMPS IRM system, when available.

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**4-18 Passenger Transportation Processing Station (NAVPTO)**

1. The NAVPTO, through the PERSUPP DET, will arrange onward transportation for mobilized personnel. Transportation may be surface or air travel, to a POE, either an overseas or CONUS destination, as appropriate, to fulfill the Reservists' mobilization assignment. Travel may be individual, group or unit-oriented and will need to be coordinated with JOPEs OPLAN personnel flows to meet deployment needs determined by the Specified Commander, Unified Commander, or other gaining command requirements.

2. Status and results will be recorded in the NMPS IRM system, when available.

**4-19 Naval Legal Service Office (NAVLEGSVCOFF) Legal Processing Station**

1. Legal processing will ensure Reservists receive support for wills, POA, and other legal matters incident to arranging personal affairs for recall/mobilization. Additionally, Reservists will receive legal support for benefits on the Soldiers and Sailors Civil Relief Act, USERRA, and other legal matters relevant to recall, mobilization, or demobilization.

2. Status and results will be recorded in the NMPS IRM system, when available.

**4-20 FSC Processing Station**

1. FSC support will include counseling during NMPS processing of Reservists on the rights, benefits, programs and services available to them and their families as active duty members, and the manner by which to obtain these benefits. NMPS activities will work with NRA's to ensure this counseling is provided. A network of ombudsmen at the NRAs and units will be trained in peacetime, as directed by COMNAVRESFOR, to extend FSC programs to NRAs. The ombudsmen will provide support to family members and act as liaisons for family members assistance during Reservist's recall/mobilization.

**4-21 Chaplain Services Processing Station**

1. NMPS chaplains will provide religious support and counseling for all mobilizing and demobilizing Reservists, upon request. Additionally, religious and pastoral support will be available for Reservists and their families via the ombudsmen network.

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a. Chaplain presence and services will assist in lowering the anxiety level of Reservists at each site during a time of national crisis.

b. Augmented chaplains may assist at the FSC as time and primary duties permit, and as directed by the LACMOB.

#### **4-22 Training Processing Station**

1. Training processing will determine Reservists' required mobilization training. NMPS training will fall into three different categories: POM, CNET-provided skill refresher needs identification, and PIM General Military Training (GMT) refresher training, focused primarily on UCMJ and Reservists rights and responsibilities upon recall/mobilization. It may also include military theater or cultural orientations, weapons/equipment familiarization and qualification.

a. POM training includes rapid indoctrination in the following areas, as appropriate: use and care of chemical, biological, radiological (CBR) personal protective equipment/clothing; cultural/environmental awareness for the area of deployment; environmental preventive medicine; Status of Forces Agreements; Geneva Convention Procedures. This training may be provided at an intermediate processing site such as a JPTTA center at the CRC, or in lieu thereof as determined by circumstances at the time.

b. CNET-provided skill refresher training will apply primarily to PIM members who need refresher training in selected areas such as shipboard damage control, fire-fighting, rate training, or Navy Enlisted Classification (NEC) training as determined by the Reservist's gaining command or other appropriate authority.

c. PIM refresher training will include required GMT as directed by the Navy Training Plan or the gaining command involved.

d. Status and results will be recorded in the NMPS IRM system.

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**4-23 NMPS Detachment Sites**

1. NMPS Detachment Sites, when established, will be key facilities at Naval Air Reserve Stations (NARs) subordinate to a key designated LACMOB for all mobilization processing functions. These sites have adequate infrastructure to support limited recall and mobilization processing, and mobilize Reserve Force Squadron (RESFORON) SELRES only.

a. Mobilization processing at NMPS Detachments Sites may require assistance from a PMT or similar organization. The cognizant LACMOB will determine additional augmentation and, if necessary, will draw from the NMPS's assigned resources to establish an augmentation team. If needed, the team would act as mobilization subject matter experts at the air site and assist air site staff personnel with proper mobilization processing, personnel accounting, and reporting requirements.

b. NMPS Detachments sites will have the same functionally oriented processing stations identified above for NMPS to accomplish the mobilization or demobilization actions outlined in paragraphs 4-14 through 4-22. In addition, they should have the same NMPS IRM system to support and record processing requirements.

c. NMPS Detachment sites speed processing and reduce NMPS base loading by allowing mobilization processing of squadron Reservists at selected sites away from the NMPS, when directed.

**4-24 Mobilization Exercise Evaluations**

1. Periodic MOBEXs will be used to evaluate and improve NMPS operations. When possible, MOBEXs should be held in conjunction with a Joint CPX and/or FTX to capitalize on JCS and DoD agency involvement. All NMPS commands will participate in these exercises when directed.

2. LACMOB's will submit post CPX and FTX MOBEX reports to BUPERS (Pers-922) in coordination with their respective PMTs and SRAs. The LACMOB should supply a copy to each readiness commander involved.